

## Sample Meeting Rhythms

### Daily Stand Ups with all Direct Reports - 7-12 minutes - Focus is **Synchronization**

#### Purpose

Place to start the rhythm process

#### Agenda

What's up? (Top priority for the day & victories or news, if any. Limit 3 items.

Daily metric update?

Where are you stuck?

### Weekly Mgmt. Team Huddles- 30-45 minutes - Focus is **Collaboration**

#### Purpose

How is company doing against expectations

Evaluate progress on short term priorities and review items from daily standups

Evaluate projects, solve for chokepoints

Manager to provide: Perspective, Group coaching & Inspiration, Recognize superb effort and performance

#### Agenda

Good news - 5 mins

Priorities & the numbers - 10 mins

Customer/employee data - 10 mins [meeting w/employee & customers weekly

Collective intelligence - 30 mins

"Who, What, When" review and summary

### Weekly / Bi-Weekly One on Ones – 45-60 minutes – Focus is **Align and Performance**

#### Purpose

Ensure team member is aligned with company goals and metrics

General catch up on team member as a whole

#### Agenda

Review projects, tasks and personal metrics

Open forum discuss observations, events, and overall company performance

Open.

### Monthly Meeting: 2-4 hours or less; no more; Upper, middle & frontline management. **Focus to learn & solve. Strategic.**

#### Purpose:

Review projects and make decisions on corrective action needed

Transfer leadership DNA

Education opportunities

Collaborate on 1 or 2 key strategic issues (obstacles or chokepoints)

#### Agenda

Review Dashboards

Review annual priorities / quarterly rocks

Brainstorm on a strategic opportunity

Provide a learning opportunity

"Who, What, When" review

Summary

One-phrase close